



**GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, OCTOBER 9, 2001, 7:00 P.M.**

A. CALL TO ORDER

Dr. Michele T. Nelson, President, called the regular meeting of the Palomar Community College District Governing Board to order at 7:00 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

MICHELE T. NELSON, PH.D., PRESIDENT
ROBERT L. DOUGHERTY, JR., M.D., VICE PRESIDENT
DARRELL L. McMULLEN, M.B.A., SECRETARY
RALPH G. JENSEN, B.A., TRUSTEE
SILVERIO H. HARO, ED.M., TRUSTEE
SEAN WEIMER, STUDENT TRUSTEE

EXECUTIVE AND SENIOR ADMINISTRATORS PRESENT:

Dr. Sherrill L. Amador, Superintendent/President
Diane Lutz, Assistant Superintendent/Vice President, Instruction
Joseph Madrigal, Assistant Superintendent/Vice President, Student Services
Jerry Patton, Assistant Superintendent/Vice President, Finance and Administrative Services
Dr. Jack Miyamoto, Assistant Superintendent/Vice President, Human Resources and Affirmative Action
Judy Eberhart, Dean, Counseling, Guidance, and Career Development
Pat Schwerdtfeger, Interim Dean, Media, Business, and Community Services
Gene Jackson, Dean, Arts and Languages
Wilma Owens, Interim Dean, Vocational Technology
Dr. Michael Rourke, Dean, Mathematics and the Natural and Health Sciences
Dr. Mark Vernoy, Interim Dean, Human Arts and Sciences

STAFF PRESENT:

Barbara Baldrige, Executive Assistant, President's Office
Chris Barkley, President, Faculty Senate; Associate Professor, English
Norma Bean, Director, Escondido Center/Extended Education
Bruce Bishop, Director, Student Affairs
Mike Dimmick, President, CCE/AFT; Information Services Network Specialist
Judy Dolan, Professor, Business Education
Mary Ann Drinan, Co-President, PFF/AFT; Associate Professor/Chair, Economics, History, and Political Science

JoAnn Ellis, Information Services Support Specialist
Mike Ellis, Director, Facilities
John Erickson, Professor, Foreign Languages
Joseph Farrelly, Professor, CSIS
Ken Jay, Director, Business Services
Dr. Lee Kerckhove, President, The Faculty; Assistant Professor, Behavioral Sciences
Shannon Lienhart, Associate Professor, Mathematics
T. J. McGann, Supervisor, Facilities Operations, Escondido Center
Lois Meyer, Director, Fiscal Services
Dr. George Mozes, Director, Library and Educational Television
Dr. Michael Norton, Director, Public Information
Thomas Plotts, Director, Public Safety Programs/Campus Police Department
Joel Rivera, Professor, Foreign Languages
Mollie Smith, President, Administrative Association; Interim Director, Vocational Programs
Susan Snow, Associate Professor, Mathematics
Don Sullins, Consultant, Information Services

GUESTS:

Michael Bacho, ASG Senator
Lee Baldrige
Ryan Banks
Blake Bechtold
Dana Blackburn, ASG Senator
Dana Burrows, ASG Senator
Monica Chapa, Student
Michelle Clark, ASG Senator
Judith Damewood, Student
Wes Dawson, Student
Rebecca Faubus, ASG Vice President of State Affairs
Michael Jared, ASG Senator
Bruce Kauffman, *North County Times*
Eamon Kavanaugh, ASG Senator
Cassie Lopez, ASG Senator
Leo Melena, ASG Vice President of Inter-Club Council
Michael Vafeados
Patricia Wilcox

QUORUM ESTABLISHED

Following the pledge of allegiance to the flag, Dr. Nelson declared a quorum present, and the meeting proceeded with the order of business.

A TAPED RECORD OF THE PROCEEDINGS OF THIS MEETING IS ON FILE IN THE PRESIDENT'S OFFICE FOR THIRTY DAYS OR UNTIL THE MINUTES OF THE MEETING HAVE BEEN APPROVED BY THE GOVERNING BOARD, WHICHEVER IS LONGER.

C. APPROVAL OF MINUTES

MSC Dougherty, McMullen

The Governing Board hereby approves the **Minutes** of the Special Meeting held **September 8, 2001**.

The Governing Board hereby approves the **Minutes** of the Regular Meeting held **September 11, 2001**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

D. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA

The following change to the agenda was noted:

Page 11, item K-1, last sentence should read: "The Governing Board hereby deletes Board Policy 460."

E. REPORT OF THE GOVERNING BOARD PRESIDENT

There was no report.

F. REPORTS OF THE GOVERNING BOARD MEMBERS

Mr. Weimer reported his concern that *The Telescope* editorial, on the week of the ASG election, had written "Vote – Why Should We?" The following week, there was a headline, "Election Draws Few Voters." Mr. Weimer stated that this is somewhat of a self-fulfilling prophecy. He expressed concern with what the students of *The Telescope* are being taught and advised regarding journalism. He stated, "While I hold a high regard for freedom of the press, I feel that responsibility should go along with such a powerful freedom. This is something that is not being communicated to the students up there. As I said, I am very deeply concerned about this."

Dr. Dougherty reported that he had attended the September 14 meeting of the Inland Valleys Trustee and CEO Association in Riverside. One of the main topics was the events of September 11. They had a brief ceremony commemorating those events. Up to that point, the Governor had indicated that he would give the community colleges somewhere between \$30-60 million out of the \$98 million that the legislature voted to restore. However, there has been a major silence from the Governor's office since that time. He said he will make his decision by the deadline, which is only several days away. Dr. Dougherty stated that he does not think the Governor feels strongly that he is bound by his promise to give \$30-60 million back.

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Amador called on the following Vice Presidents for their reports:

Diane Lutz

Ms. Lutz reported that, on September 11, CCCSAT responded to the tragedy by assisting Palomar College and local police record the news reports as they unfolded so that they did not have to monitor those news reports themselves. Additionally, we contacted the Federal Emergency Management Association (FEMA) to inform them of CCCSAT's ability to respond 24/7 to any future emergency. FEMA contacted CCCSAT, thanked us for the readiness to serve, and will contact us in the future if it proves necessary. CCCSAT is the only such facility in Southern California between Los Angeles and San Diego that is operating 24/7.

Ms. Lutz also reported that the College will be undergoing the Accreditation Self-Study this year. She distributed copies of the Accreditation Commission Standards. She then gave a timeline of the events planned during the next year and a half.

Jerry Patton

Mr. Patton reported that the Palomar College Police Department is one of two community college police departments in the state that was selected for a federal grant program this year for technology and policing. The grant award is for \$33,750 and will fund 75% of the computerized records management system and computer dispatch package. It requires a match on our part of \$11,250. Tom Plotts has raised \$10,000 from local law enforcement agencies through drug asset forfeiture funds, leaving us to raise only \$1,250. The grant will fund software consultant fee training and set up nine new computers for data entry.

Jack Miyamoto

Dr. Miyamoto distributed and discussed a recap of last year's faculty and staff diversity performance report. He noted that the College had filled 171 positions last year, which involved processing 2,645 applications, and 870 individual interviews by hiring committees, many of which also involved second-level interviews.

Joe Madrigal

Mr. Madrigal reported that the Upward Bound program has received a supplemental award of \$3,803 to be used for work-study opportunities for the students in the program. We have also been notified by the federal government that our TRIO Student Support Services program has received a supplemental award for this year of \$29,389

Mr. Madrigal also reported that Andy Goodenough, quarterback on Palomar's football team, was selected this week as the Pacific Coast Conference Athlete of the Week. He had a great game last week against Mt. San Antonio. Palomar College is ranked 10th in the nation, and Mt. SAC is ranked 25th. Andy was a pre-season second-team all-America pick by the JC Gridwire newspaper, and it looks like he might end up being on the number one team. Mr. Madrigal stated that we are having a great year, and our student athletes are really excelling.

Dr. Amador asked Lise Telson to discuss the Talent Search grant for which her department is applying. Following the explanation, the Board was asked to write a letter of support for this application.

MSC Dougherty, McMullen that the **Board write a letter of support for the Talent Search grant application.**

Dr. Amador reported that, as the Board had been apprised, after careful consideration, a decision had been made by the executive administration to cancel previously planned study abroad programs through Summer, 2002. This decision was made due to concern for student safety, given the world situation. There was also concern for the District's liability and the need to make the decision in a timely manner so that deposits for both students and the District might be refunded. This is not a permanent cancellation of these programs as we are aware of their value.

Dr. Amador noted that we have 313 students registered under INS student visas. Seventeen students of that group are in our intensive English language program. Our procedures for monitoring those students involve verifying that they are full-time students and that they have paid their fees. When the official drop date occurs, we also do a check. After grades are submitted, we look for anyone who does not maintain a 2.0, which is part of the requirement. Within the international program, we make an effort to have a counseling session with the student regarding their program at least once. However, we do not have a mechanism for notifying the

INS, and we do not monitor attendance for any of our students except at the end of the year when the positive attendance roster is completed. As a result of the terrorist attacks, our international students will probably be under closer monitoring, and we will probably need to institute additional procedures.

Dr. Amador reported that a report on the internal scan had been presented to the Strategic Planning Task Force, and copies of the summary had been sent to the Board members. Michelle Barton did an excellent job preparing the report. At the October 23 Board workshop, Dr. Amador will be detailing the implications of the summaries. At 2p.m. on Thursday, October 11, the external scan of the demographics of both San Diego and North County will be presented by SANDAG to the Task Force. On October 25, members of the business community will provide a panel discussing the business world as they see it.

Dr. Amador reported that we ended up with a 6.9% increase in credit FTES last year, 2000-01, and an 11.69% increase in non-credit. That forms the base for where we are at this point in the Fall. The Fall growth in credit looks like about 7.49%, and our non-credit is up 16.53%. Non-credit is a little different because courses are added as we go along. The good news is that we have a growth trend.

Dr. Amador provided an update on the discussions with the Chancellor's Office regarding the cap of 3.19%. She met with Fred Harris and Patrick Lenz, and they have promised that they are still reviewing those figures. Dr. Amador hopes that they will increase that by a percent or two.

Dr. Amador reported that Connie Rodriguez, On-Site Engineer in Educational Television, has been selected Treasurer of the Latina Leadership Network of the California Community Colleges. Dr. Amador commended Connie for her outstanding work ethic, recently displayed during some work she was performing in the President's Conference Room.

Dr. Amador reported that the Registered Dental Assisting program had received a pass rate of 81.5% on the state exam, the highest in San Diego County of both private and public schools. The state average is usually 65.7%. For the entire state, Palomar tied for third place with a private school. The only community college higher than Palomar was Santa Rosa Community College.

The Board and Dr. Amador have been invited to participate in the San Marcos Holiday Parade. Interested Board members were asked to notify Dr. Amador by October 30.

Dr. Nelson congratulated and thanked faculty and staff for all their efforts in achieving the growth in enrollment.

CONSENT CALENDAR

H.

PAYROLL

1. **APPROVE PERSONNEL ACTIONS HISTORY**

MSC Dougherty, McMullen

The **Personnel Actions History** report, which includes hires and pay rate changes for short-term and student employees for the month of **September, 2001**, is hereby approved. **Exhibit H-1**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

FISCAL SERVICES

2. APPROVE REVOLVING CASH EXPENDITURES

MSC Dougherty, McMullen

The **Revolving Cash Expenditures Report**, for the month of August, 2001, is hereby approved. **Exhibit H-2**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. APPROVE DRAWING NEW WARRANTS

MSC Dougherty, McMullen

The Governing Board hereby authorizes the Disbursing Officer to draw **new warrants** as follows:

Warrant #76-031701, dated September 22, 2000, in the amount of \$29.00, to Poncho M. Alvarez, 1924 Sheridan Avenue #46, Escondido, CA 92026. Voided due to stale dating.

Warrant #76-172078, dated August 19, 1997, in the amount of \$34.46, to Mary L. Thomson, Palomar College Library. Voided due to stale dating.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

GIFTS

4. ACCEPT GIFTS

MSC Dougherty, McMullen

The Governing Board hereby accepts the following **gifts** and directs that an appropriate letter of appreciation be sent:

- a. Eight 17" Computer Monitors to be used in Physics Labs, donated by **Martin Mason**, 462 N. Twin Oaks Valley Road, Apt. F, San Marcos, California 92069. Total cash value as estimated by donor is \$800.00.
- b. Nine cubic foot General Electric refrigerator to be used by the Public Safety Department at 184 Santar Place, as evidence refrigerator, donated by **Ben and Kate Echeverria**, 1824 Queens Way, Vista, California 92084. Total cash value as estimated by donor is \$300.00.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

TRAVEL

5. **APPROVE TRAVEL EXPENSES**

MSC Dougherty, McMullen

The Governing Board hereby approves/ratifies **travel expenses** for the following person :

a. **Robert L. Dougherty, Jr., M.D.**

Advanced Funds? Yes
For: Mileage, parking, meals, registration, miscellaneous
To attend: ACCT Convention
Location: San Diego, California
Date: October 10-13, 2001
Amount: \$890.68
Budget Acct. No.: 575200-11-111100-66100-10-2002-0000000

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

BUSINESS SERVICES

6. **REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

MSC Dougherty, McMullen

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District, as detailed on information spreadsheet **Exhibit H- 6**. All purchases listed herein are made against the 2001-2002 fiscal year budget.

Purchase Orders	0240132	through	0240177	\$155,248.01
Travel	0250017	through	0250024	\$ 3,002.00
Advertising/Increases	0260025	through	0260033	\$ 50,407.41
Agreement/Services	0270112	through	0270168	\$210,794.59
Repairs	0275020	through	0275023	\$ 8,912.09
Agreement/Annual	0280071	through	0280122	\$126,692.66
Utilities	0295046	through	0295056	\$ 61,869.75
Library Orders	0225010	through	0225012	\$ 281.98

\$664,100.03

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

7. RATIFY CORRECTION TO ACADEMIC CONTRACT

MSC Dougherty, McMullen

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **correction** to the following **academic contracts**:

- a. Name: **WILLIAM B. JAHNEL**
Position: Assistant Professor
Department: Economics, History, and Political Science
Remarks: Increased step placement due to verification of previous related work experience.
Sal Rng/Stp: F/8
% of position: 100%
of Mos: 10
Effective: August 24, 2001

- b. Name: **MARTIN S. MASON**
Position: Assistant Professor
Department: Physics & Engineering
Remarks: Increased step placement due to verification of previous related work experience.
Sal Rng/Stp: E/8
% of position: 100%
of Mos: 10
Effective: August 24, 2001

- c. Name: **PATRICK J. O'BRIEN**
Position: Counselor
Department: Extended Opportunity Programs and Services
Remarks: Increased range and step placement due to receipt of official transcripts and verification of previous related work experience.
Sal Rng/Stp: D/4
% of position: 100%
of Mos: 11
Effective: August 27, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **RATIFY NEW CLASSIFIED POSITIONS**

MSC Dougherty, McMullen

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of the following **new classified positions**:

- a. **Position:** **OUTREACH COORDINATOR**
Department: GEAR UP/Student Support Services
Division: Student Support Programs
Remarks: Funded-GEAR UP
Range: 20/1
% of position: 100%
of Mos: 12
Effective: October 1, 2001

- b. **Position:** **OUTREACH COORDINATOR**
Department: GEAR UP/Student Support Services
Division: Student Support Programs
Remarks: Funded-GEAR UP
Range: 20/1
% of position: 100%
of Mos: 12
Effective: October 1, 2001

- c. **Position:** **TECH PREP COORDINATOR**
Department: Vocational Technology
Division: Vocational Technology
Remarks: Funded-Tech Prep Grant
Range: 35/1
% of position: 45%
of Mos: 11
Effective: October 1, 2001

- d. **Position:** **FISCAL SPECIALIST**
Department: Educational Television
Division: Instruction
Remarks: Funded - 50% CCCSAT and 50% District
Range: 30/1
% of position: 100%
of Mos: 12
Effective: September 15, 2001

- e. **Position:** **OFFSET PRESS OPERATOR**
Department: Graphic Services
Division: Administrative Services
Range: 19/25 "y-rated"
% of position: 100%
of Mos: 12
Effective: September 18, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. **RATIFY CHANGE TO CLASSIFIED POSITION**

MSC Dougherty, McMullen

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **change** of the following **classified positions**:

- a. **Position:** **PRODUCTION COORDINATOR**
Name: William L. Wisneski
Department: Educational Television
New?: No
Remarks: Increase position from 45% to 100%. Position will now include medical benefits. Funded- 55% CCCSAT & 45% PFE
Sal Rng/Stp: 23/1
% of position: 100%
No Mos: 12
Effective: August 20, 2001
- b. **Position:** **ADMINISTRATIVE SECRETARY**
Name: Donna V. Holloman
Department: Admissions, Records, and Veterans' Services
New?: No
Remarks: Increase position from 45% to 100%. Position will now include medical benefits.
Sal Rng/Stp: 19/2
% of position: 100%
No Mos: 12
Effective: October 10, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. **RATIFY CLASSIFIED RECLASSIFICATION**

MSC Dougherty, McMullen

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **reclassification** of the following **classified positions**:

- a. **Position:** **CLIENT SERVICES ASSISTANT**
Department: Educational Television
Name: Vacant
New?: No
Remarks: Salary grade was 15. Funded-CCCSAT
Effective: October 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **20/1**

- b. **Position:** **CALWORKS BUDGET TECHNICIAN**
Department: CalWORKs
Name: Vacant
New?: No
Remarks: Position was Senior Accounting Assistant, grade 20. Funded-
 CalWORKs
Effective: October 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **22/1**
- c. **Position:** **COUNSELING SUPPORT SPECIALIST**
Department: Career Services
Name: Vacant
New?: No
Remarks: Position was Career Center Advisor, grade 20
Effective: October 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **16/1**
- d. **Position:** **CHILD CARE OPERATIONS ASSISTANT**
Department: Child Development Center
Name: Carol A. Gidner
New?: No
Remarks: Position was Senior Office Specialist, grade 14. Funded 80% Child
 Center-20% District.
Effective: January 1, 2001
% of position: 100%
of Mos: 11
Sal Rng/Stp: **18/14**
- e. **Position:** **STAFF ASSISTANT**
Department: Business Services
Name: Christine Wick
New?: No
Remarks: Position was Administrative Secretary, grade 19
Effective: July 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **23/5**
- f. **Position:** **GRAPHIC SPECIALIST III**
Department: Graphic Services
Name: Marjory A. Adcock
New?: No
Remarks: Position was Graphic Specialist II, grade 23
Effective: July 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **25/8**

- g. **Position:** **ADMINISTRATIVE SECRETARY**
 Department: Vocational Technology
 Name: Vacant
 New?: No
 Remarks: Position was Grant Support Technician, grade 16 at 60%.
 Position no longer includes medical benefits.
 Effective: October 1, 2001
 % of position: 45%
 # of Mos: 12
 Sal Rng/Stp: **19/1**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. **RATIFY CLASSIFIED EMPLOYMENT**

MSC Dougherty, McMullen

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **classified employees**:

- a. Name: **CALVIN W. LEW**
 Position: Instructional Computer Lab Technician
 Department: Foreign Languages 50%/Reading 50%
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 25/1
 % of Position: 100%
 # of Mos: 12
 Effective: September 10, 2001
- b. Name: **CHERYL D. DELOATCH-LANE**
 Position: Office Specialist
 Department: Regional Occupational Programs
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 10/1
 % of Position: 100%
 # of Mos: 12
 Effective: October 8, 2001
- c. Name: **BRIAN G. ENGLEMAN**
 Position: Academic Department Assistant
 Department: Regional Occupational Programs
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 19/2
 % of Position: 100%
 # of Mos: 12
 Effective: October 1, 2001

- d. Name: **NICOLE R. MOREAU-DEIBERT**
Position: Counseling Support Specialist
Department: Career Services
New?: No
Remarks: Replacement
Sal Rng/Stp: 16/10
% of Position: 100%
of Mos: 12
Effective: October 8, 2001
- e. Name: **DEBBIE J. CHEESMAN**
Position: Office Specialist
Department: Counseling, Guidance & Career Development at Escondido College Center
New?: No
Remarks: Replacement; funded - PFE.
Sal Rng/Stp: 10/1
% of Position: 45%
of Mos: 12
Effective: October 8, 2001
- f. Name: **FLOYD COLLINS**
Position: Offset Press Operator
Department: Graphic Services
Position #: 006239
New?: Yes
Remarks: Transfer in lieu of layoff.
Sal Rng/Stp: 19/25 "y-rated"
% of Position: 100%
of Mos: 12
Effective: September 18, 2001
- g. Name: **SHIRLEY A. OWEN**
Position: Senior Administrative Secretary
Department: Escondido College Center
Position #: 006231
New?: No
Remarks: Transfer in lieu of layoff
Sal Rng/Stp: 23/25 "y-rated"
% of Position: 100%
of Mos: 12
Effective: September 10, 2001
- h. Name: **JAMES E. McCANN**
Position: HVAC Technician
Department: Building Services
New?: No
Remarks: Replacement
Sal Rng/Stp: 27/1
% of Position: 100%
of Mos: 12
Effective: October 5, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. **INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS**

In accordance with the **Professional Growth Program for Classified Employees**, the following employee is granted a **\$500 annual stipend**, prorated on a monthly basis, effective September 1, 2001:

<u>Name</u>	<u>Position</u>	<u>Course of Study</u>
Nicole Moreau-Deibert	Counseling Support Specialist Counseling, Guidance, and Career Development	Job-Related and Teaching Credential

13. **GRANT EQUIVALENCY FOR DISCIPLINE**

MSC Dougherty, McMullen

Upon the recommendation of the Faculty Senate Equivalency Committee, the Governing Board approves the granting of **equivalency to minimum qualifications** for the discipline listed:

Sally Greenleaf – Performing Arts

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

14. **RATIFY ADJUNCT FACULTY EMPLOYMENT**

MSC Dougherty, McMullen

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the employment of the following adjunct faculty, at the rates indicated for Summer, 2001, Fall, 2001, and Spring, 2001 (day and/or evening); said adjunct faculty is not scheduled to teach more than a 60-percent annual load:

SUMMER, 2001

PUBLIC SAFETY

Hitchcock, Kevin	Fire Technology A.S., Fire Technology 6 + Years' Experience	\$36.29
Page, Andrew	Fire Technology A.A., General Studies 6 + Years' Experience	\$36.29

FALL, 2001

BUSINESS EDUCATION

O'Carroll, Barbara	Office Information Systems B.A., Business Education 2 + Years' Experience	\$36.29
Patel, Catherine	Office Information Systems B.A., Business Education 2 + Years' Experience	\$36.29

COMMUNITY EDUCATION

Hoffman, Julie Community Education \$37.29
B.A., Communicative Disorders
M.A., Communicative Disorders

ENGLISH AS A SECOND LANGUAGE

Lemus, Maria English as a Second Language (non-credit) \$36.29
B.S., Psychology
2 + Years' Experience

Meneses, Gonzalo English as a Second Language (non-credit) \$39.91
M.D., Medicine
2 + Years' Experience

Rodriguez, Verálicia English as a Second Language (non-credit) \$36.29
B.S., Education
2 + Years' Experience

Vallette, Gretchen English as a Second Language (non-credit) \$37.49
B.S., Early Childhood Education
M.A., Teaching English to Speakers of
Other Languages

FOREIGN LANGUAGE

Schwalbach, Sarah Spanish \$37.49
B.A., Spanish
M.A., Spanish

MATHEMATICS

Cross, William Mathematics \$39.91
B.S., Chemistry
M.S., Fuel Technology
Ph.D., Chemistry
California Community College Credential: Mathematics
California Community College Credential: Physics

PERFORMING ARTS

Greenleaf, Sally Music \$36.29
B.A., Music
Certificate: Kodaly Music Education
2 + Years' Experience

SPRING, 2002

BEHAVIORAL SCIENCES

Wallace, Margaret Religious Studies \$38.70
B.S., Education
Masters of Divinity
California Community College Credential:
Philosophy and Religion

GRAPHIC COMMUNICATIONS

Mongelluzzo, Jon	Graphic Communications A.B.J., Telecommunication Arts 2 + Years' Experience	\$36.29
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The Vote was unanimous.
Student Trustee Advisory Vote: Aye

Resumption of REGULAR AGENDA

I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

There were none.

J. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Chris Barkley gave the following report: "The Faculty Senate passed a motion establishing our goals for 2001-2002. [Ms. Barkley distributed copies of the goals.]

"We passed some curricular changes in Family and Consumer Sciences and allowed some classes to be offered as distance learning and on-line classes. We wrote a letter of support for the Talent Search grant and supported the Educational Opportunity Center grant.

"We decided to present information to the Board about how the Curriculum Committee and the Faculty Senate discuss and process requests for changes to our curriculum and/or degree and certificate programs. We will make this presentation at the November 13 Board meeting and will invite all Senators, members of the Curriculum Committee, and interested faculty members to attend. Meanwhile, I was directed to send a letter to the Board in response to their letter to the Faculty Senate of July 9, 2001.

"The Senate also passed a motion unanimously opposing the District's claim to 'District Rights' in their proposal to the Palomar Faculty Federation, claiming that many of these rights are actually Academic and Professional matters and are, hence, assigned to the Faculty Senate by law."

"We directed our Personnel Standards and Practices Committee to reevaluate hiring processes in light of some concerns that faculty members have raised and the new report that the Statewide Academic Senate has published on hiring policies.

2. INFORMATION: Report of the Palomar Faculty Federation

Mary Ann Drinan reported that the Federation ratified its constitution last week by a wide margin of support from members. As is consistent with AFT practices, the Federation requested that an observer who possessed expertise in ballot counting be present to assist. The Carlsbad League of Women Voters generously agreed to send one of their officers to work with the elections committee and certify and tally the results. They will utilize that process in all of their future elections. The Federation can now initiate a legally prescribed timetable that will result in the election of officers. They will proceed as quickly as they can with that timetable, which will lead to elections sometime in the Spring.

Ms. Drinan made the following statement: "As you all begin your discussion of Board goals, I hope you will give serious consideration to the inclusion of a statement that supports Palomar's commitment to education and to providing a level of support in compensation for faculty such that they can pursue excellence within their classrooms. Faculty are often called the heart of the college, and they are deserving of your highest level of support and commitment. Thank you."

3. **INFORMATION: Report of The Faculty**

Lee Kerckhove reported that there had been a meeting of The Faculty on October 3. One of the issues that arose is as follows: The Faculty manual allows for The Faculty to instruct The Faculty President to conduct a poll of the faculty if 10% of the faculty sign a petition so directing The Faculty President to do so. Mr. Kerckhove received a series of petitions containing 78 signatures of full-time faculty on this question. The petition said, "We, the undersigned, want this to be brought before the faculty." He authorized Stan Levy to conduct a poll. The text contains two questions:

1. Should Palomar College full-time faculty be in a union?
2. If we do have a union, which would you prefer?

This is a faculty opinion poll for informational purposes. The deadline for responses is October 25, and he hopes to have them tabulated for presentation at the next Board meeting.

Dr. Kerckhove reported that several people have raised concerns regarding constitutional issues. He will convene the Constitutional Review Committee to consider the double envelope policy for faculty voting, which some find to be very cumbersome.

The Faculty Senate President had brought forward the request that the Faculty Senate Secretary be designated the Chair of the Committee on Committees.

Dr. Kerckhove stated that he would prefer moving back to a once-a-semester meeting policy for The Faculty and having other special meetings as required.

4. **INFORMATION: Report of the Administrative Association**

Mollie Smith reported that the Administrative Association will hold its first management workshops of the year on December 5 and 6. They will be open to all members of the Association, as well as department chairs. The subject will be "Customer Service."

5. **INFORMATION: Report of the CCE/AFT**

There was no report.

6. **INFORMATION: Report of the Associated Student Government**

Sean Weimer reported that ASG has selected October 24 to hold their meeting at the Escondido Center. They are still gathering and mailing protest letters to Governor Gray Davis regarding his cutback in funds to community colleges and have sent approximately 1,000 letters so far.

ASG also participated in the blood drive, which collected about 110 pints of blood. They also raised \$265 in cash for the American Red Cross, which Phi Theta Kappans matched throughout the state of California for a total of \$30,100.

Sean introduced the following ASG members: Michael Bacho, Senator; Dana Burrows, Senator; Dana Blackburn, Senator; Michael Jared, Senator; Eamon Kavanaugh, Senator; Cassie Lopez, Senator; Michelle Clark, Senator; Leo Melena, Vice President of Inter-Club Council; Rebecca Faubus, Vice President of State Affairs.

K. UNFINISHED BUSINESS

1. APPROVE DELETION OF BP 460 - STUDENT PLACEMENT SERVICES FEE

MSC Dougherty, McMullen

As the implementation of this policy is cumbersome for staff, and it has not been followed recently, it is proposed that it be deleted from Board policy. BP 460 currently reads:

**BP 460
Student Placement Services Fee (93-16317)**

The Governing Board of Palomar Community District recognizes the need for the District's Student Placement Services to provide quality services and hereby authorizes that a student placement services fee be charged to non-students to assist in offsetting costs. GB 4-12-94

The Governing Board hereby **deletes Board Policy 460**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

L. NEW BUSINESS

1. RATIFY CLASSIFIED EMPLOYMENT

MSC Dougherty, Jensen

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **classified employees**:

a. Name: **RYAN J. BANKS**
 Position: Police Officer I
 Department: Campus Police
 New?: Yes
 Remarks: Position approved 10/12/99
 Sal Rng/Stp: **31/1**
 % of Position: 100%
 # of Mos: 12
 Effective: October 10, 2001

b. Name: **MICHAEL S. VAFEADOS**
Position: Police Officer I
Department: Campus Police
New?: Yes
Remarks: Position approved 3/23/99
Sal Rng/Stp: **31/1**
% of Position: 100%
of Mos: 12
Effective: October 10, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

Administration of Oath of Office to Ryan J. Banks and Michael S. Vafeados.

At this time, Dr. Nelson administered the oath of office to Officers Banks and Vafeados and presented their badges to them.

2. AMEND AND APPROVE BOARD GOALS FOR 2001-2002

MSC Dougherty, Jensen

The Governing Board amended Goal 7-d to read as follows: "Continue to improve the aesthetics and cleanliness of the San Marcos and Escondido campuses."

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

MSC Dougherty, Jensen

The Governing Board hereby approves the following **Goals for the Palomar Community College District for 2001-2002**, which were developed at the September 8, 2001 Board Retreat:

1. Student Learning and Success

- a. Partner with District K-12 schools to improve college readiness of their students.
- b. Continue to work toward fulfilling the Vanguard Goals as they pertain to student learning and success.

2. Planning

- a. Evaluate and revise, where indicated, the planning and decision-making process to reflect what is best for the college.
- b. Develop a comprehensive Educational Master Plan that includes education, facilities, and technology master plans through 2020.
- c. Include institutional review as a factor in the planning process.
- d. Link the unit action plans to resource allocation.
- e. Cooperate with neighboring community college districts/boards in the planning of additional College Centers.
- f. Implement process for the college self-study in preparation for the spring, 2003, accreditation visit.

3. College Resources

- a. Link planning to resource allocation, including reallocation of funds, where appropriate.
- b. Continue working in cooperation with the Foundation and President's Associates to secure additional resources for college priorities.
- c. Continue grants development efforts to secure additional resources.

4. Staffing and Diversity

- a. Support a college strategic value which encourages and appreciates diversity among students and staff.
- b. Develop and implement a five-year plan that makes progress toward achieving the 75 full-time/25 part-time faculty ratio.
- c. Continue to work toward achieving Vanguard goals as they apply to staffing and diversity.
- d. Provide an environment that results in fair and equitable employee contracts and sustain the climate of mutual respect and cooperation.

5. Community Development

- a. Continue to develop partnerships with government agencies, education institutions, business, and industry.

6. Technology

- a. Fully support the implementation of PeopleSoft, including fiscal resources and staff.
- b. Continue to work toward fulfilling the Vanguard Goals as they apply to the use of technology.
- c. Include the technology plan in the college Master Plan.

7. Facilities and Grounds

- a. Maximize facility use through improved scheduling of classes.
- b. Evaluate the feasibility of buying land for a buffer zone/other for the San Marcos campus.
- c. Continue to enhance the safety and security of the San Marcos campus and College Centers.
- d. Continue to improve the aesthetics and cleanliness of the San Marcos and Escondido campuses.

8. Legislative Issues

- a. Continue to develop positive relationships with legislators and their staff.

9. Participative Decision-Making

- a. Streamline governance structures to promote inclusiveness, action, and accountability.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

- 3. Item removed from agenda.

4. **RECEIVE BIDS FOR PALOMAR COLLEGE WEIGHTLIFTING EQUIPMENT, FIND SAMPSON EQUIPMENT, YORK BARBELLS, AND MAVRIK BARBELL COMPANY THE LOWEST RESPONSIVE BIDDERS, AND APPROVE AWARD OF AGREEMENT**

MSC McMullen, Jensen

The following **Weightlifting Equipment bid** was received by the Palomar Community College District from the firms indicated in response to Notice to Bidders published on August 30 and September 4, 2001:

BIDDERS

Sampson Equipment
Fairacres, New Mexico

York Barbells
York, Pennsylvania

Mavrik Barbell Company
Van Nuys, California

The Governing Board hereby finds Sampson Equipment, York Barbells, and Mavrik Barbell Company to be the lowest, responsive bidders to the Palomar Community College District on the aforesaid Weightlifting Equipment bid, and authorizes an agreement as outlined on the attached price schedule, **Exhibit L-4**, between these companies and the District, subject to compliance with all insurance requirements. Funding Source: Non-Resident Capital Outlay Account

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **SCHEDULE SPECIAL BOARD WORKSHOP**

MSC Dougherty, McMullen

The Governing Board hereby schedules a **workshop** for **October 23, 2001**, beginning at **7 p.m.**, in the **Staff Lounge** on the San Marcos campus. The purpose of the meeting will be to develop the Board's annual self-evaluation process.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE TRAVEL, MEALS AND LODGING FOR E-CONFERENCING VENDOR REVIEW COMMITTEE BY NON-DISTRICT PERSONNEL**

MSC Dougherty, McMullen

The Governing Board hereby approves **advanced travel and payment of meals and lodging** in a total amount not to exceed Five Thousand Dollars (\$5,000.00) to bring nine (9) **non-District employees** to the **San Marcos campus** during the period November 25-27, 2001, to participate as an **RFP review committee** for selection of a vendor to provide **e-Conferencing** under the Grant for e-Conferencing received by the District. This expenditure will be **funded from e-Conferencing Grant funds**. **Exhibit L-6**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVE TRAVEL, MEALS, AND LODGING FOR E-CONFERENCING VIDEO PRODUCTION BY NON-DISTRICT PERSONNEL**

MSC Dougherty, McMullen

The Governing Board hereby approves **advanced travel and payment of meals and lodging** in a total amount not to exceed Six Thousand Dollars (\$6,000.00) to bring seven (7) **non-District employees** to the **San Marcos campus** during the period October 3, 10, 17, 24, and 31, 2001, to participate in the **production** of five (5) **satellite training videos** pertaining to the **e-Conferencing Grant** administered by the District. This expenditure will be **funded from e-Conferencing Grant** funds. **Exhibit L-7**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

8. **APPROVE TRANSFER OF APPLE PLAN ASSETS AND TRUST TO MID-AMERICA MANAGEMENT, INC.**

MSC Dougherty, Jensen

RESOLUTION 01-20739

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby approves the **transfer** of the **assets** of its **employee retirement plan** known as **APPLE** (Accumulation Program **for Part-Time and Limited-Service Employees**), from Bank of America and Great Southern Life Insurance Company (an Americo Financial Life Insurance Company) **to MidAmerican Management, Inc.** ("MidAmerican"), authorizes Keenan & Associates to provide ongoing administrative consulting services in connection with the plan, authorizes Jack Miyamoto, Ed. D., Assistant Superintendent/Vice President of Human Resources and Affirmative Action, to execute all documents and take all actions necessary to carry out this transfer, and approves the form of the Resolution as contained in the back-up to this resolution. **Exhibit L-8**

Mr. Haro requested an explanation as to why the change was being made. Mr. Patton responded that the previous administrator had gone out of business.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

9. **APPROVE LEASE WITH ACS STATE AND LOCAL SOLUTIONS, INC., FOR 1925-1941 EAST VALLEY PARKWAY, ESCONDIDO**

MSC Dougherty, McMullen

The Governing Board hereby approves a **lease** agreement for space at Palomar College, Escondido, commonly described as 1925-1941 East Valley Parkway, Escondido, California 92027, with **ACS State and Local Solutions, Inc.** ("ACS"), successor in interest to Lockheed Martin, IMS, for the North County Inland Career Center operation funded through the Workforce Partnership, for a monthly rent of Seven Thousand, Six Hundred Ninety Six Dollars and Sixty-five Cents (\$7,696.65) payable monthly in advance, for the period October 1, 2001, to June 30, 2002, subject to an option to renew by mutual agreement of the District and ACS for additional one year terms; plus a four percent (4%) monthly charge for the term of the lease, added onto this monthly rent, as compensation for Lessee's real estate broker's services payable in lump sum on or before November 1, 2001, to Burnham Real Estate Services of San Diego.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. **APPROVE AND ACCEPT WORK OF IMPROVEMENT ON PARKING LOT NO. 15, AUTHORIZE FILING OF NOTICE OF COMPLETION AND RELEASE OF RETENTION**

MSC Dougherty, Jensen

The Governing Board of the Palomar Community College District hereby **accepts** the **work of improvement on Parking Lot No. 15** performed in accordance with the plans and specifications prepared by Parsons Transportation Group of Parsons Engineering Science, Inc., including curb return street improvements at Comet Circle and Mission Road (west) and stripping of Comet Circle, moving the entrance to Parking Lot No. 15 to a right turn off Mission Road westbound; with the curb return and street improvements being constructed by Ray White Cement of Fallbrook, CA, sandblasting by R. W. Little Sandblasting & Coatings Company of San Diego, CA, and striping completed by AMBRIT Services of El Cajon, CA; the Notice of Completion of this Project shall be filed with the County Recorder of San Diego County, and any and all retention shall be released to the contractors upon the expiration of thirty-five days following recordation of the Notice of Completion.

Dr. Dougherty commented that this project has turned out very well.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. **APPROVE PAYMENT OF FUNDS FOR BUSINESS OUTREACH SEMINAR AND MEETING**

MSC Dougherty, McMullen

The Governing Board hereby approves a five hundred dollar (\$500.00) payment as a **deposit** to the **California Center for the Arts**, Escondido, California, for a **Business Outreach seminar and meeting** scheduled for November 30, 2001, to introduce the **Customer Service Academy**. An additional amount of approximately \$700.00 to be paid on or after the event, is not to exceed \$1,200.00 total.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. **AUTHORIZE PAYROLL DEDUCTIONS TO PURCHASE TAX-SHELTERED ANNUITIES FROM PMG MARKETING**

MSC Dougherty, Jensen

The Governing Board hereby approves **PMG Marketing, 500 Australian Avenue, Suite 85, West Palm Beach, FL 33401**, as a tax-sheltered annuity provider and is added to the District's approved list for such vendors. Payroll deductions are hereby authorized for the purpose of purchasing tax-sheltered annuities from the aforementioned vendor.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. **DECLARE PHOTOGRAPHIC EQUIPMENT SURPLUS AND AUTHORIZE LOCAL AUCTION**

MSC Dougherty, Jensen

The Governing Board hereby approves that the **photographic equipment and accessories** of the Palomar Community College District, described in detail in the accompanying memorandum dated September 10, 2001, be declared **surplus**, and shall be offered for sale at a local public **auction** to be conducted by District staff within the next sixty (60) days, in accordance with District Procedure 552 and California Education Code Section 81450. **Exhibit L-13**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

M. COMMENTS FROM OTHER INDIVIDUALS AND GROUPS

1. **INFORMATION: Comments from Other Individuals or Groups**

In accordance with Board Procedure 12.10.1, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

The following persons addressed the Board regarding the decision to cancel the study abroad class in Ensenada, Baja California, Mexico: John Erickson, Judith Damewood, Leo Melena, Patricia Wilcox, Blake C. Bechtold, and Monica Chapa.

Following their comments, several Board members responded that they agreed with the decision of the administration to cancel the classes in light of the current situation in the world.

Wes Dawson again appeared before the Board to complain that he had received a parking ticket while parked in a handicapped parking place, with his state-issued handicapped placard in place, during the first week of classes. He stated that he had received a letter notifying him that the ticket would stand as issued, and he wished to protest this action.

N. CLOSED SESSION

The Board recessed at 8:10 p.m. and went into Closed Session at 8:15 p.m., to discuss:

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.

Closed Session ended at 9 p.m.

O. RECONVENE TO OPEN SESSION

The meeting reconvened at 9:01 p.m. There was no reportable action.

P. ADJOURNMENT

The meeting was adjourned at 9:01 p.m.